## SC DEPARTMENT OF CORRECTIONS -JOB POSTING NOTICE (EOE)-

OPENING DATE: 11/14/17 CLOSING DATE: UNTIL FILLED

SCDC INTERNAL TITLE: INDUSTRIES PLANT MGR SCDC POSITION #: 016252

HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0700 AM - 0300 PM

LOCATION: MCCORMICK CORRECTIONAL INSTITUTION, MCCORMICK (MCCORMICK) LEVEL 3

STATE JOB TITLE: PROGRAM COORDINATOR I STATE JOB CLASS: AH35

PAY BAND/LEVEL: 05 E

BAND: 05 SPECIAL INCENTIVE: NO

HIRING SALARY RANGE: \$ 038422 - \$ 049591 SCEIS POSITION #: 61018264

MINIMUM AND ADDITIONAL REQUIREMENTS:

A BACHELOR'S DEGREE AND RELEVANT PROGRAM EXPERIENCE.

ONE (1) YEAR INDUSTRY EXPERIENCE AND TWO (2) YEARS SUPERVISORY

## DESCRIPTION OF DUTIES:

UNDER LIMITED SUPERVISION, MANAGES AN INDUSTRIAL OPERATION CONSISTING
OF THE MANUFACTURING OF MODULAR FURNITURE AND FURNITURE UPHOLSTERY
LOCATED IN MCCORMICK CORRECTIONAL INSTITUTION. PROVIDES SERVICE TO
OUR CUSTOMERS IN THE MOST EFFICIENT & ECONOMICAL MANNER WHILE
SUPERVISING AND TEACHING INMATE SKILLS THAT CAN BE UTILIZED UPON
THEIR RELEASE. SELECTS, TRAINS AND SUPERVISES ASSIGNED PERSONNEL.
OVERSEES PRODUCTION AND COORDINATES DELIVERY OF PRODUCTS & SERVICES
AT MINIMAL COST. ENSURES EQUIPMENT IS PROPERLY MAINTAINED. ESTABLISHES
A SAFE AND HEALTHY WORK ENVIRONMENT IN ACCORDANCE WITH STATE & OSHA
GUIDELINES. MANAGES INVENTORY, ORDERS SUPPLIES, RAW MATERIALS AND
SUBMITS WORK ORDERS. MAINTAINS HIGH QUALITY CONTROL & PERFORMS VARIOUS
ADMINISTRATIVE FUNCTIONS. COORDINATES ACTIVITIES WITH THE DIVISION OF
INDUSTRIES AND INSTITUTIONAL PERSONNEL. SCHEDULE SUBJECT TO CHANGE TO
MEET THE DEMANDS OF THE INDUSTRY. \*\*\*\*\*\*\*\*PLEASE SUBMIT RESUME\*\*\*\*\*\*\*\*\*
COMMENTS:

MUST ATTEND SCDC BASIC TRAINING